



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #1**

**TO:** Family Day Care Home Sponsors

**FROM:** Marla J. Moss  
Child and Adult Care Food Program

**DATE:** October 7, 2003

**SUBJECT:** CLAIM DUE DATES - FISCAL YEAR 2004

Due dates related to Claims for Reimbursement are listed below:

CLAIM/ AMENDMENT MONTH	CLAIM #1 DUE DATE	CLAIM FOR REIMBURSEMENT DUE DATE	FINAL CLAIM/AMENDMENT SUBMISSION DATE
Oct. 2003	Sept 24, 2003	November 20, 2003	December 30, 2003
Nov. 2003	Oct 22, 2003	December 20, 2003	January 29, 2004
Dec. 2003	Nov 26, 2003	January 20, 2004	February 29, 2004
Jan. 2004	Dec 24, 2003	February 20, 2004	March 31, 2004
Feb. 2004	Jan 28, 2004	March 20, 2004	April 29, 2004
Mar. 2004	Feb 25, 2004	April 20, 2004	May 30, 2004
Apr. 2004	Mar 24, 2004	May 20, 2004	June 29, 2004
May 2004	Apr 28, 2004	June 20, 2004	July 30, 2004
Jun. 2004	May 26, 2004	July 20, 2004	August 29, 2004
Jul. 2004	Jun 23, 2004	August 20, 2004	September 29, 2004
Aug. 2004	Jul 28, 2004	September 20, 2004	October 30, 2004
Sept. 2004	Aug 25, 2004	October 20, 2004	November 29, 2004

**Please refer to Fiscal Year 2004 Child and Adult Care Food Program  
Operational Memo #1 for further information on the 60-day deadline and late  
claim exceptions.**

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • SHARON L. GIRE – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • HERBERT S. MOYER – TREASURER  
MARIANNE YARED MCGUIRE – NASBE DELEGATE • JOHN C. AUSTIN • ELIZABETH W. BAUER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324